

Employee Benefits Manager

Personnel Requisition

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Posting Number:	201100990P
Job Title:	Employee Benefits Manager
Location:	Texas Township Campus
Full-Time/Part-Time:	Full Time
Pay Rate:	\$49,424 to \$62,290. Starting salary above minimum will be based upon education and relevant years of experience that exceeds the minimum requirements.
Position Type:	Staff
Department:	Human Resources
Job Summary:	<p>If you are looking for job where you can combine your passion for customer service and your knack for record-keeping, Kalamazoo Valley may have a great opportunity for you.</p>

Under the direction of the Vice President for Human Resources, the Employee Benefits Manager will lead and manage the design, development, and implementation of forward-thinking benefits programs and services for the college. This will include the following responsibilities:

- Collaborate with the Employment Team to onboard new hires in regard to health insurance plans and retirement options.
- Monitor employee health insurance eligibility and dependent status. Communicate with vendors and providers to reconcile employee questions, claims, and documents.
- Manage and oversee retirement plan transactions including employee enrollments, changes, rollovers, distributions, and loans and maintain compliance with plan document. Assist employees with ORS transactions.
- Collaborate with the HR/Payroll Team during each payroll cycle to ensure accuracy and process adjustments as needed.
- Manage and oversee the annual open enrollment process including collaboration with broker on benefit offerings, system set-up and plan design, communication with employees and creation of informational materials, scheduling, documentation collection, processing enrollment documents, and updating electronic deductions.
- Manage workers compensation program; review and file injury reports, and schedule medical exams. Review and track claims, approve medical expenses, and discuss preventative measures.
- Manage the daily administrative management and vendor relations of the health insurance, including medical, vision, prescription, and dental, long-term disability, life insurance, HSA, FSA, and DCR plans which provide benefits to employees and their families.
- Administer and ensure compliance and legally defensible practices in the areas of health insurance, retirement, employee leave of absences such as Military Leave, FMLA, STD, and LTD, unemployment, workers compensation, HIPAA, ACA, and ADA. Update employee pay and benefit contributions.
- Manage unemployment claims; report new hires, transfers, and terminations to benefit broker; track and report hours for ACA compliance.

Minimum Qualifications:

- Skill in oral and written communications
- Skill in communicating complex information
- Skill in recordkeeping
- Skill in Microsoft Office
- Skill in managing complex and confidential information
- Skill in serving as a resource to employees
- Skill in working effectively with external constituents
- Knowledge of legislation related to insurance
- Knowledge of legislation related to supplemental retirement programs
- Knowledge of Human Resources functions

Preferred Qualifications and Experience:

A combination of education, training and experience which provides the required knowledge and abilities. An example of this would be a Bachelor's degree and experience equivalent to three years in Human Resources or a related area.

Physical Demands:**Work Hours:**

Monday through Friday, 8:00 am-5:00 pm.

Posting Date

01/07/2022

Closing Date:

02/28/2022

Special Instructions to Applicants:

Applications will be accepted until a candidate is identified, however, application review will begin immediately and interviews will begin as soon as February 1, 2022.

EEO Statement

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Letter of Recommendation

Optional Documents

1. Unofficial Transcripts
2. Other Document
3. Professional References
4. Letter of Recommendation 2

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - KVCC Website (jobs.kvcc.edu)
 - Indeed.com
 - StudentAffairs.com
 - Other Online Source
 - Job Fair
 - Personal Referral

- Other
2. KVCC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. 3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.
- I identify as one or more of the classifications of protected veteran listed above
 - I am not a protected veteran
3. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
- Yes
 - No